



ST JAMES
C.E. PRIMARY SCHOOL

DREAM • BELIEVE • LEARN • ACHIEVE

Principal: Lisa Belfield
Executive Principal: Jill Pilling

St James C.E Primary School
Hillside Avenue, Farnworth, Bolton, BL4 9QB

Tel: 01204 572587

Email: office@st-james-farnworth.bolton.sch.uk

www.st-james-farnworth.bolton.sch.uk

Wednesday 1st July 2020

Dear Parents/Carers of Year 2 Pupils,

Following on from a review of our risk assessment, we are delighted to be able to reopen for some of our Year 2 children from Monday 6th July 2020. We currently only have the limited capacity to provide places for 13 children. If you want your child to have a Year 2 place then you **MUST TELEPHONE** the school office **before 3:15pm Thursday 2nd July** to inform us of your requirements. We will have to operate on a first come first served basis. Once we reach the capacity of 13 we will put children on a waiting list. We will contact you on Friday 3rd July via text to let you know if you have a place or are on the waiting list. Children who are currently in the keyworker/vulnerable group or with a sibling already in school will be given priority places.

Below is some information that you will need to be aware of when you are making the decision to send your child back to school. We have a thorough risk assessment in place that helps us to make school as safe as possible.

Home Team...	Will be with...	In classroom...	Will start at...	Will finish at...
2A	Mrs Parkinson Mrs Booth	5	8:50am	2:25pm

The above Home Team will operate from Monday to Thursday.
School will be closed on a Friday for children in this Year 2 Home Team.

Classes

We currently operate in small groups known as 'Home Teams'. There will be no more than 15 pupils in each one. There will be two adults allocated to each Home Team. This may not be your child's usual teacher and teaching assistant and your child may not be in their usual classroom - school staff will decide which Home Team the children are put into. The Home Team stays together all day and cannot mix with other Home Teams. Please provide a named water bottle (filled) for your child as we cannot use water fountains at this time.

Entry and Exit to School

To reduce the numbers of parents and pupils at any one point, we will be implementing staggered entry and exit times for children. This means your child needs to arrive **PROMPTLY** as we have to avoid children mixing with other teams. When you arrive in the morning, you will notice we are operating a one-way system around the school building. Please enter through the bottom gate on Hillside Avenue, do NOT enter through the top gate on Brookland Avenue. Take your child onto the playground where the Home Team staff will be waiting for them. Please line up 2m apart. Parents can leave their child in the line with school staff and leave the playground by following the school path around the front of the building so that you can exit out of the top gate on Brookland Avenue. We appreciate your support



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with this; we are not putting this in place to inconvenience you, we need to adhere to social distancing guidelines at all times. This is to protect you. Staff will then take their Home Team into school.

At your child's allocated hometime, please arrive PROMPTLY at the allocated time for your child. The Home Team staff will bring your child out onto the playground. Therefore, please arrive through the gate on Hillside Avenue and wait 2m apart from any other adults on the school path. Your child will be sent over to you at the playground gate. Once you have your child please leave the playground and again, follow the path around the school building until you leave the top gate on Brookland Avenue. Please adhere to social distancing and keep 2m apart at all times. This is to protect you and your child.

Children should be brought to school and collected by 1 adult. This is to ensure that our children adhere to social distancing guidelines on their journey home. Siblings should only be brought along on the school journey if it is completely unavoidable. If you need to use public transport to get to school, please be mindful that this should only be used if absolutely essential and that face masks should be worn.

Children are NOT permitted to be dropped off at any earlier time slots to congregate and play on the playground. Children who deliberately do not follow social distancing guidelines will be refused entry to school - please see behaviour policy section within this letter.

Break times and Lunchtimes

These are staggered during the day so that Home Teams cannot mix. Each Home Team will stay together for break times and lunchtimes. We will have a morning and afternoon outdoor break time to make sure children get the fresh air and exercise that they need. The lunchtime is reduced to allow for staggered meal times; meals will be eaten in the Home Team classroom and lunchtime will purely be for eating our meal and indoor activities.

Free School Meals - If your child is entitled to Free School Meals and you have been receiving a voucher, the expectation from the government is that your child is given their free school meal on site if they are at school. Therefore, when your child is in school we cannot provide a full £15 voucher to you, but we will make sure we provide a £3 voucher for the Friday when school is closed; you may receive this in one lump sum but you will be advised of this via a text or email.

All Year 2 children are entitled to Universal Free School Meals - therefore school will provide a lunch for your child. You do not need to send your child to school with a packed lunch unless you choose to do this.

Breakfast Club

As we are not allowed to mix children between Home Teams, we are unable to facilitate our breakfast club at this point.



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Belongings

Children cannot bring anything other to school than a coat, named water bottle or a lunch box with their lunch in it if they are having a packed lunch. We will not be changing reading books and sending them home; this is to avoid cross contamination. Therefore a book bag is not required at this time.

Uniform

Our uniform code is currently relaxed until further notice. This is for two reasons, one being that children may have grown out of uniform/school shoes and it is currently hard to find in shops. The other reason is to ensure that children can have clean clothes each day in school where possible. Children will not need a PE kit at this time, we will tell you if and when they do.

Cleanliness

As per government guidelines, we will be asking children to wash their hands regularly during the school day. Please can your child wash their hands before they set off for school. We also have hand sanitiser in school that can be used when relevant. Please email the school office or telephone school to let us know if you give permission for your child to use hand sanitizer - a link to letter about this on our website is:

<https://www.st-james-farnworth.bolton.sch.uk/uploads/files/hand%20sanitiser%20permission%20letter%202.pdf>

Pastoral/Behaviour Policy

We accept that children will need lots of support with their well-being when they return to school. As a school we are preparing for this. Unfortunately, we are unable to offer the usual high level of nurture that we would under normal circumstances if a child becomes upset or is struggling to enter the school building; this is because we have to maintain 2m social distancing. Please be assured this is not normal practice for us and we will find it very difficult not to revert back to what we normally do (give cuddles!).

We do have to make clear to parents though that if any child is deliberately breaking the 2m social distancing guidelines, or is making persistent unkind gestures about the virus (e.g. coughing on purpose) to upset others, or to avoid following instructions from staff, they will be refused entry to school.

If a parent has any pastoral concerns about their child, you must communicate with school over the telephone or via email.

Office

Parents must avoid visiting the office area. If any child needs to send dinner money into school, please send it in with the child in a named envelope. Please do not visit the office to hand this in yourself. If you need anything from school, please ring us on 01204 572587 or email us at office@st-james-farnworth.bolton.sch.uk. If you have to visit the office for **exceptional circumstances** then we can only allow 1 person or family in the office at any one time. If someone is in the office area you must wait outside, 2m away from the door. We are not offering snack at this time, so please do not send snack money into school.



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Curriculum

Our first priority when your child returns to school is their emotional well-being. We need to acclimatise the children back into the school environment. Therefore we will be offering a reduced curriculum to start with to ensure that we can put in place our plans to settle the children back in. Due to social distancing, there may be some activities that we would usually do in groups in the classroom that we won't be able to offer at this time.

Symptoms

The most recent DfE guidance on symptoms and actions to take is as follows:

"If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms."

We will implement this advice if a child or staff member displays symptoms.

Thank you for taking the time to read through this lengthy letter, but it is important that you know what the expectations in school will be like during this period. Please can you ring the school office if you **DO** want your child to have a place and you must **contact us by 3:15pm on Thursday 2nd July** at the latest to confirm this. To clarify, we have limited places so your child may be placed on a waiting list. This letter is not confirmation that you have a place - you **MUST** ring us. If you need to discuss any of this further then please do not hesitate to contact school.

We look forward to seeing our Year 2 pupils again soon!

Yours sincerely,

Mrs L Belfield
Principal